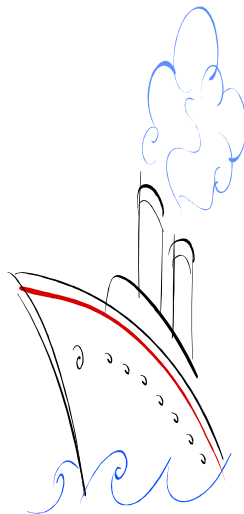


GPC & Form 9 Purchases


Shipping Procedures





Overview

- When to Use DD Form 1149
- ECONS Information Needed by TMF
- TMF Responsibilities
- Decision Making Flowchart
- Option 1: Manual DD 1149 Process
- Option 2: Web-based DD 1149 Process
- Option 3: Virtual Vendor Process
- Port Addresses
- Conclusion



When to use the DD Form 1149

- Use the DD 1149 only when shipments are being routed through the sea port (SPOD) at Norfolk, VA; New Cumberland, PA; or the Aerial Port (APOD) at Dover AFB, DE.
 - Inform the vendor what port is used at the time of ordering.
- The aerial port is reserved for mission essential cargo and requires a “Mission Impact” letter signed by your squadron CC.
 - Air shipments need to be cleared through your unit Resource Advisor prior to charging unit TAC code for air movement.
- Do not generate DD 1149 when shipping cost (door-to-door) is included in the contract. This means it will NOT go through the APOD or SPOD.



ECONS Information Needed by TMF

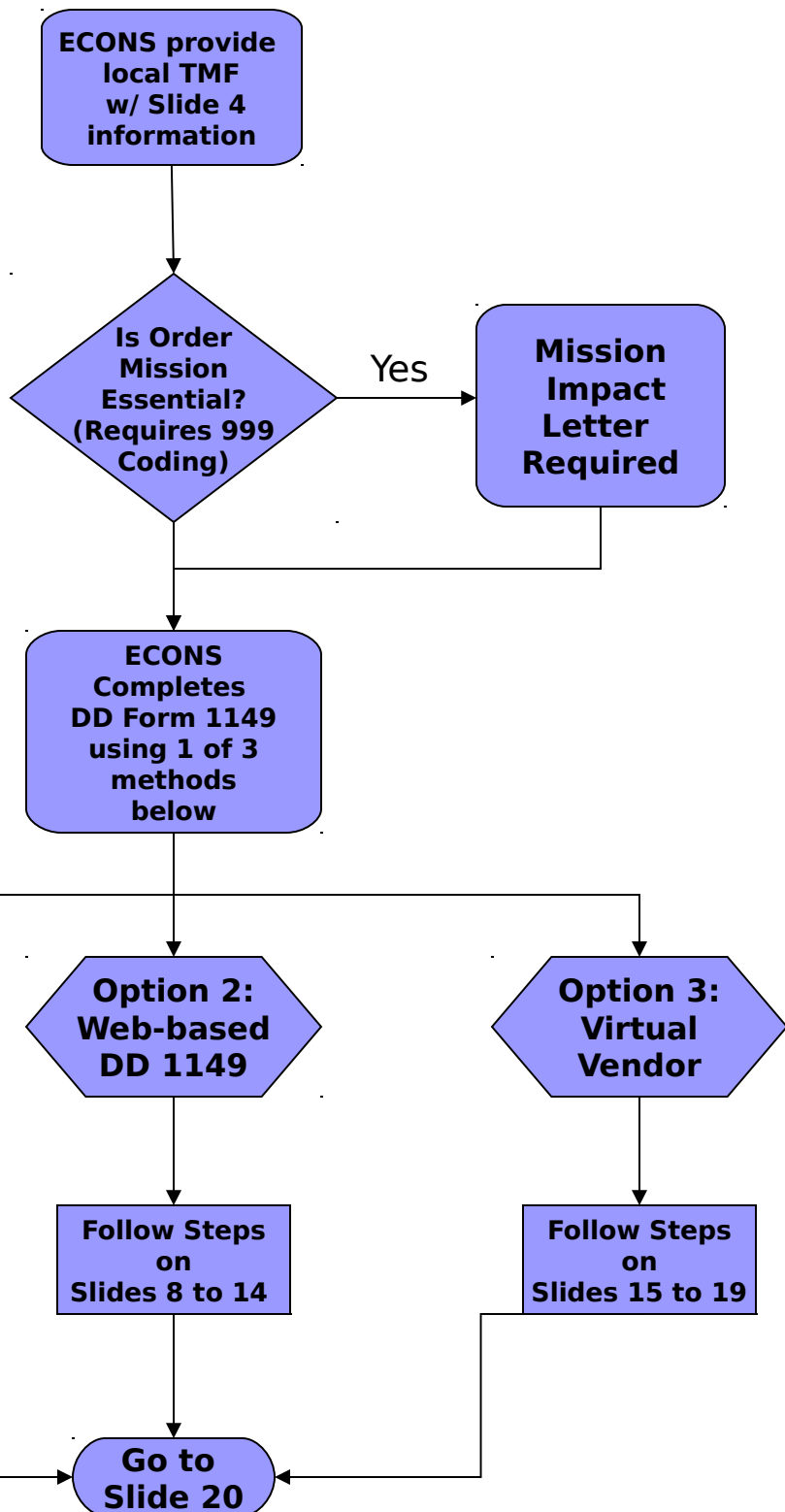
- Description/commodity
- Dimensions of cargo to be shipped
 - ☐ Pieces, weight, cube
 - ☐ NOTE: Shipments over 10,000 pounds will go via sealift
- Any special handling requirements
 - ☐ Ex. hazardous, classified, over-sized cargo
- Take all of the above to your local TMF



TMF's Responsibility

- TMF will process documents (DD 1149, MSL, ATCMD) for shipment and provide copies to ECONS or provide technical assistance if ECONS is using Virtual Vendor.
- Fax ATCMD to SPOD or APOD
- Suspense DD1149 in inbound files
- Trace if shipment is not received by RDD

Shipping GPC & Form 9 Purchases s from CONUS Vendors





Option 1: Manual DD 1149

- ECONS reports to local TMF with information listed in Slide 4
- TMF will process documents (DD 1149, MSL, TCMD) for shipment and provide copies to ECONS
- ECONS must provide copies of all the documents to the vendor

**Proceed to
Slide 20**

Option 2: Web-based

DD Form 1149

- Complete the DD 1149 at:
<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/loi/>
(Click on Logistics Web Forms) **Example of logon screen next slide.**
- First time users must create an account. After account is created email address is used as login.
- Once the DD 1149 has been completed, email to [contracting rep](#)
- TMF will print and suspense a copy for tracking and notification purposes. Once the shipment arrives, TMF will to contact the unit POC for pick up.
- **VERY IMPORTANT:** As soon as you receive copies of the DD 1149 and MSL, you need to print, fax, scan or mail them to the vendor. These forms cannot be emailed directly unless copied into another program.
- **DISPOSITION:** One copy will be placed inside the shipment and one in a packing list outside. It is important that SPOD has access to the TCN and the ultimate consignee information that the DD 1149 provides. If the DD 1149 cannot get to the vendor in time then the TCN and the ultimate consignee information will need to be listed on the vendor's invoice.

Option 2...(cont.)

Address [https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG\(LSO\)/c/](https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG(LSO)/c/)



AFMC Logistics Support Office

Logistics Management Division
4375 Chadlaw Road, Room C117
Wright-Patterson AFB OH 45433-5006

Financial Management Branch

Management and Re-engineering Office

US Distribution Management Cell

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**Go to
“Logistics
Web Forms”
for Web-
Based
DD 1149**

- Home
- Mission
- Transportation Funding
- Process Improvement
- Third Party Billing
- Cargo Metrics / Analysis
- Logistics Web Forms
- PowerTrack
- Export Cargo Movement
- OEF Tools
- DoDAACs
- Hot Links
- ATCMD
- Tracker
- FDT Funding Request
- Virtual Vendor's Help Desk

Upcoming Events

Prior Events

2006 Air Force PowerTrack Symposium

(2-4 Aug 05) - AF SDT Requirements Conference
Wright-Patterson AFB OH

- Agenda
- Briefing Charts
- Attendees

New Information

 New - TAC Training (8-Feb-06)

New - TP4 Message (16-Feb-06)

 ***** HOT FY06 Funding Memos HOT *****

FDT for FY06-and-beyond contracts (Updated 27-Dec-05)

FY06-FMS-Contractor Updated Memo
(Updated 5-Jan-06)

FY05 -Shipment Embargo 21-SEP-05

SITE MAP

GO

Option 2...(cont.)

LSO Web Application Server

Web Based Forms for Logistics

For help processing a shipment, call your local TMO. For web site technical support, call DSN 787-5218 or e-mail lsoweb@mil.mil

DD 1149: [Requisition and Invoice / Shipping Document](#)

DD 1149: [User's Manual](#)

Implementation Guidance

[Part I - Air Staff Memo](#)

[Part II - LSO Memo](#)

**Creates
DD
1149**

**DD 1149
Step by
Step
Instructions**

DD 1348-1: Issue Release / Receipt Document (Under Development)

DD 1384: Advance Transportation Control Movement Document

- [Airlift](#)
- Sealift (Under Development)

**Creates a
Military
Shipping
Label**

DD 1387: [2D Military Shipment Label](#)

DD 1384: [User's Manual](#)

[PowerTrack Request Form](#)

**DD 1384
Step by Step
Instructions for
APOD
Shipments**

Option 2...(cont.)

DD1149 System

- [Enter DD1149 Information](#)
- [Edit your user information](#)
- [View draft](#)
- [View submission history](#)
- [User Manual \(Microsoft Word format\)](#)
- [Logout](#)

**Creates
DD
1149**

**Enter Purchaser
(ECONS)
information. Also
insert vendor's
address**

**Saves all the
submitted DD
1149s created
under the account**

Click [here](#) to report a bug/mis

Option 2...(cont.)

The screenshot shows the DD1149 Form interface. On the left is a blue sidebar with navigation links: Home, Mission, Transportation Funding, Process Improvement, Third Party Billing, Cargo Metrics / Analysis, Logistics Web Forms, PowerTrack, Export Cargo Movement, OEF Tools, DoDAACs, Hot Links, ATCMD, Tracker, FOT Funding Request, and Virtual Vendor's Help Desk. At the bottom of the sidebar are 'SITE MAP' and 'GO' buttons. The main form area is titled 'DD1149 Form' and contains two columns of input fields. The 'FROM' column is populated with: (TMO DODAAC): FB4408, Name: MSgt Tawnya Bradley-Wilson, Organization: CENTAF FWD A4, Street: QB5, Base/City: Al Udeid, State/Country: (empty), Zip/Country Code: 09309, Phone: 436-2547. The 'TO' column has a 'Populate DoDAAC' button and empty fields for Name, Organization, Street, Base/City, State/Country, Zip/Country Code, and Phone. Below these are 'MARK TO' fields for Name and Phone, and a 'Long-Line of Accounting Fund Cite:' dropdown set to 'FA99'. Further down are 'Date Required:' (with a '(yyyymmdd)' hint), 'Authority or Purpose:', and 'HAZNAT' checkboxes for 'Classified' (checked), 'N/A', 'Sensitive', and 'N/A'. At the bottom are 'Item Entry:' and 'Number of Items:' (with a 'Select Number of Items' dropdown). At the very bottom are four buttons: 'Submit Form', 'View Draft DD1149 Form', 'Save Data as Draft', and 'Cancel'. A yellow-bordered box with blue text is overlaid on the right side, pointing to the 'Submit Form' button. The box contains the text: 'ECONS MUST coordinate with TMF PRIOR to submitting the DD 1149. Failure to do so may result in delay of shipment and additional costs.'

DD1149 Form

FROM (TMO DODAAC): FB4408 **TO (Destination DODAAC):** **Populate DoDAAC**

Name: MSgt Tawnya Bradley-Wilson **Name:**

Organization: CENTAF FWD A4 **Organization:**

Street: QB5 **Street:**

Base/City: Al Udeid **Base/City:**

State/Country: **Zip/Country Code:** 09309 **State/Country:** **Zip/Country Code:**

Phone: 436-2547 **Phone:**

MARK TO

Name:

Phone:

Long-Line of Accounting Fund Cite: FA99

Date Required: (yyyymmdd)

Authority or Purpose:

HAZNAT ☒ Classified ☐ N/A ☐ Sensitive ☐ N/A

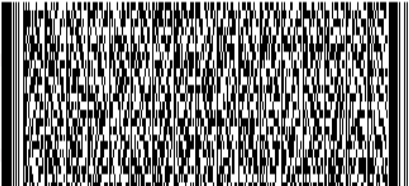
Item Entry:

Number of Items: Select Number of Items

Submit Form **View Draft DD1149 Form** **Save Data as Draft** **Cancel**

ECONS MUST coordinate with TMF PRIOR to submitting the DD 1149. Failure to do so may result in delay of shipment and additional costs.

Option 2...(cont.)

REQUISITION AND INVOICE/SHIPPING DOCUMENT										Form Approved OMB No. 0704-0046 Expires Jan 31, 2003	
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p>											
1. FROM (Include ZIP Code) CENTAF FWD A4 QB6 Al Udeid, 09309					SHEET NO 1	NO. OF SHEETS 1	5. REQUISITION DATE 20080303		<div style="background-color: blue; color: yellow; padding: 10px; text-align: center;"> Example of a Web-based generated DD 1149 </div>		
2. TO (Include ZIP Code) SHIP TO: W25N14 DDSP NEW CUMBERLAND FACILITY BLDG 2001 CCP DOOR 135 THRU 188 NEW CUMBERLAND, PA 17070-5001					7. DATE MATERIAL REQUIRED (YYYYMMDD) 20080901						
3. SHIP TO - MARK FOR					9. AUTHORITY OR PURPOSE GYM EQUIPMENT FOR FITNESS CE						
					10. SIGNATURE						
					12. DATE SHIPPED (YYYYMMDD)			CENTAF FWD A4 B-2547		14. BILL OF LADING NUMBER	
					13. MODE OF SHIPMENT						
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.						
4. APPROPRIATIONS DATA FA99										AMOUNT	
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES (b)				UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	000-0000-000-00 TREADMILL				EA	1		BK		\$3,200.00	\$3,200.00
This shipment does not contain any classified, sensitive, protective or hazardous material.											
18. RECAP SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE					
	CHECKED BY										
	PACKED BY										

Option 2...(cont.)

- ECONS reports to local TMF with information
DD Form 1149
- TMF will process documents (DD 1149, MSL, TCMD) for shipment and provide copies to ECONS
- ECONS must provide copies of all the documents to the vendor

**Proceed to
Slide 20**

Option 3: Virtual


IAW AFI 64-117, Para 2.5, ECONS personnel MUST contact their local TMF prior to using V.V. Failure to do so may result in delay or loss of shipment and additional costs.

- Virtual vendor is another option available at Virtual Vendor Website: <http://www.pats.wpafb.af.mil/VV/index.cfm>
- **Cardholder MUST get assistance from their TMF to obtain TCN and ensure proper TAC and APOE/APOD/SPOD and review of other shipping information**
- Once the cardholder logs into Virtual Vender they will be prompted to complete a one time registration and the cardholder will then complete a worksheet with information pertaining to a particular order
- When placing the order with the vendor, the cardholder needs to obtain a current vendor email address so that subsequent shipping information can be sent to the vendor.
- It is important that the cardholder provide an email address for both themselves and the vendor
- Virtual Vendor Help Desk will automatically send an email to the vendor asking for pieces, weight and cube of the items being purchased

Option 3: VV... (cont.)

- When all the shipment information is obtained, Virtual Vendor will automatically send an email with 2D bar-coded Military Shipping Labels to the vendor for placement on the items to be shipped
- The vendor's email address should be an account which is accessed often because Virtual Vendor will use these addresses to notify both cardholder and vendor of shipment information
- After the worksheet is completed the cardholder clicks the submit button and information is processed through Virtual Vendor
- ACA and the cardholder are notified via email of a new shipment

**ECONS MUST
coordinate with
TMF PRIOR to
submitting the DD
1149. Failure to
do so may result in
delay of shipment
and additional
costs.**







Option 3: VV... (cont.)

- The MSL is required along with the DD 1149.
- To print MSL go to <https://www.afmc-mil.wpafb.af.mil/HQ-MC/LG/LSO/>
lol
- On the left select ATCMD.
- This screen is also used to advance shipments through the Air Clearance Authority.

Option 3 VV...(cont.)

Military Shipping Label

Address <http://www.pats.vpa.af.mil/atcmd/ATCMD-Label-Shipping.cfm> Go Links

TCN FB48046001X001XXX 			
From: VENDOR		TAC / PPGBL / Carrier F946	
Piece 1 of 1 	Weight (lb.) 00350	Date Shipped H555	RDD 000
	Cube (ft.) 0013	RPDD	Priority  Priori
Ship To / POE DOV			
POD IUD	MSL / TCMD Information  2D Barcode		
FMS Case			
DLA Data			
FB4804 Ultimate Consignee or Mark For POC, Contacting's phone # FB4804 379TH ELRS APO AE 09309			

The Military Shipping Label (DD 1387) will appear.

This label needs to be on the outside of every container shipped through the Defense Transportation System (DTS).

MSL completed needs to be sent to the vendor.

Vendor needs to affix MSL on the outside of each shipment.

Option 3: VV...

(cont.)

Advanced Transportation Control Movement Document (ATCMD) Form

ATCMD Form

Please read:

This system will automatically send an e-mail receipt upon completion of each shipment. The receipt will be sent directly to the shipper. They will then be able to track the shipment.

Use of this site is only for Air Force shipments being cleared. If you are not an Air Force shipper, you should contact their representative.

- ☐ General Cargo Shipment
- ☐ Hazardous Cargo Shipment
- ☐ Explosive Cargo Shipment
- ☐ Vehicle Shipment
- ☐ Personal Property (Household Goods)
- ☐ Personal Property (Baggage)

☐ ITV Shipment

☐ Retrieve Saved File

Completing the ATCMD Form requires trained personnel.

Close coordination with TMF personnel while completing this form is essential.

Failure to do so will result in delay or loss of shipment and possible additional costs.



Port Addresses

- **WATER PORT:** (shipments under 10,000 lbs)

**W25N14 CCP DDSP
New Cumberland Facility
Bldg 2001 Dr 135-168
New Cumberland, Pa 23709-5000
DSN: 462-4894**

- **AERIAL PORT:** (mission essential)

**FB4497 436 APS/TRT
505 Atlantic St
Dover AFB, DE 19902
DSN: 837-4518**

- **Base X:
FBXXXX ###th ELRS/LGRTC
BLDG XXX
Air Base Name, Country Zip Code
DSN: 555-1234**



Conclusion

- TMFs and ECONS have specific responsibilities when coordinating vendor shipments to the AOR
- There are three methods for arranging supplies for shipment from CONUS vendors to the AOR
- Close coordination between ECONS and TMF personnel is mandatory prior to arranging shipment of supplies
- Failure to follow the steps in this briefing will delay receipt of supplies